

FAD/EDI Database

Steps for FADDs

The Area Office will initiate the investigation from information taken on the telephone call. They will create a new document with a referral control number and identifying you as the FADD. Then they will send you an Email message concerning the investigation. The body of the Email will contain a little yellow icon that links to the investigation document that the Area Office created.

Step 1

Make sure you have replicated the database.

Step 2

Double click open the Icon in the Email message you received from your Area Office concerning the investigation.

Step 3

Examine the document and print it out to take with you on the visit to the premises.

Step 4

Collect the information at the premises.

Step 5

Open the investigation document again either from the Email message or from the FAD/Emerging Disease Database icon on you Workspace in Lotus Notes. (Double click the icon, find the document, and double click it open just like you do in your Email inbox.)

Step 6

Then fill out the information you collected on the visit.

Step 7

Change the status near the top of the form to "Pending Lab Results".

Step 8

At the top of the form is an area to notify people about your findings. Fill in the recipients, CC, and/or BC lines from the address book. There are 4 potential NVSL addresses listed as "FADSUB DBL", "FADSUB DVL", "FADSUB FADDL", and "FADSUB PL". Also, there is "Investigation, FAD" for EP. You may also want to notify your AVIC.

Step 9

Above the form is a button entitled "Mail It!". Click this when the addresses are filled in. You will be asked for the message you want to include. Fill out that line and click "OK". This will mail a link to the addressees in Step 7.

Step 10

Close the document and save it by clicking "Yes" if it asks you about saving. Otherwise, the document is already saved.

Step 11

Replicate your Email and this database.

When you receive you lab results, you will need to add the information. To do so:

Step 1

Make sure you have replicated the database.

Step 2

Open the FAD/Emerging Disease Database icon on you Workspace in Lotus Notes by double clicking the icon. Find the document.

Step 3

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Select the document by clicking once on the line listing it.

Step 4

Click the button at the top entitled “Follow-up”.

Step 5

This will open a follow-up document. Select the “Action” entitled “Lab Results”.

Step 6

Make sure the completion date is correct and fill in the lab results under the “Comments about follow-up work done”. Also fill in the information about the “Final Lab Report” and the “Final Diagnosis”.

Step 7

Close and save this document.

Step 8

Open the original investigation document by double clicking on the line for that document.

Step 9

Find the Status radio buttons and select “Closed”

Step 10

Close and save the document.

Step 11

Replicate your Email and this database